

## Assignment

### Evaluation: 01 Digital Basics Rubric

- **Create an example of each type of basic digital technique**
    1. **inserted**
      - a document
      - an image
      - a snip
    2. **embedded a video - HTML code**
    3. **linked a file or web page or email address**
    4. **copy/cut/pasted text**
    5. **converted document to pdf**
      - convert a pdf to an editable form
  - **Label each type example.**
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- 1) Insert a document -

### What Are Web 2.0 Tools?

- Write a 1 page, double spaced, Times New Roman, 12 pt, Normal 1" margins with Reference page that includes APA 6.0 style format citations "reference paper" that answers the question.

## Word Document Template



### [What are Web 2.0 Tools document template.docx](#)

- [Details](#)
- [Download](#)
- 18 KB

1) Go to wikispaces.com and login to your wiki.

2) Go to the 01 Digital Basics page.

3) Click the EDIT button. Make sure the cursor is where on the page you want to put the file.

4) Click the FILE button.

5) Click the +Upload Files button.

6) Browse to find the file.

7) Click to Upload the file. Wait until the file upload is completed.

Note: If you want to insert the file as it is, then double click on the name. The file will be directly on the wiki page.

CLOSE this window.

OR

8) You should be back at the EDIT toolbar. Click on Link button.

9) Click on Page or File Link. Name the Link Text. Check New Window box. WIKI should be on the one you logged into.

10) Click in the PAGE NAME box to get the cursor in the box.

11) Scroll to find the file your just uploaded.

12) Click on it.

13) Click on ADD LINK.

14) Save the page.

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- 1) Insert an image - .jpg file



- 1) Find an IMAGE.
- 2) Save to the Desktop.
- 3) Go to [wikispaces.com](http://wikispaces.com) and login to your wiki.
- 4) Go to the 01 DTP Basics page. Make sure the cursor is placed where you want the image.
- 5) Click the EDIT button. Make sure the cursor is where on the page you want to put the image.
- 6) Click the FILE button
- 7) Click the +Upload Files button.
- 8) Browse to find the image file.
- 9) Click to on the image to upload the file. Wait until the file upload is complete.
- 10) Double Click on the image name. The image will be directly inserted on the wiki page.
- 11) Save.

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- 1) Add a SNIPPED image.

- 1) Find an IMAGE. (Can be a picture or web page.)
- 2) Go to Start, then All Programs, then Accessories, then Snipping Tools. (This could be on the Taskbar on the bottom of the Desktop).
- 3) Click Snipping Tool.
- 4) Click NEW button. (Choose a Rectangular Snip.)
- 5) Crop/Highlight the part of the image you want to use. (The picture will be "greyed out")
- 6) Click SAVE AS to the Desktop. Rename if desired.

- 7) Go to [wikispaces.com](http://wikispaces.com) and login to your wiki.
  - 8) Go to the 01 DTP Basics page.
  - 9) Click the EDIT button. Make sure the cursor is where on the page you want to put the image.
  - 10) Click the FILE button
  - 11) Click the +Upload Files button.
  - 12) Browse to find the image file.
  - 13) Click to Upload the file. Wait until the file upload is completed.
- Note: If you want to insert the image as it is, then double click on the image. The image will be directly on the wiki page.
- CLOSE this window.

- 14) You should be back at the EDIT toolbar. Click on Link button.
- 15) Click on Page or File Link. Name the Link Text. Check New Window box. WIKI should be on the one you logged into.
- 16) Click in the PAGE NAME box to get the cursor in the box.
- 17) Scroll to find the file your just uploaded.
- 18) Click on it.

19) Click on ADD LINK.

20) Save the page.

This will insert a link to the picture.



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- 2) Embed a Video Example: Video from YouTube

- 1) Go to [YouTube.com](https://www.youtube.com). Find an education-related video.
- 2) Click on the SHARE link, then the EMBED link.
- 3) Highlight the EMBED CODE and right click to copy it.
- 4) Go to [wikispaces.com](https://www.wikispaces.com) and login to your wiki.
- 5) Go to the [01 Digital Basics](#) page.
- 6) Click the EDIT button. Make sure the cursor is where on the page you want to put the video.
- 7) Click the WIDGET button.
- 8) Click the Video button. Click on the YouTube button.
- 9) Click in the box to get the cursor in. Then right click.
- 10) Click Paste to EMBED the copied code into the box.
- 11) Label example.
- 12) Click SAVE.

Example:

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- 3) Add a Link Example:

- 1) Go to [YouTube.com](https://www.youtube.com). Find an education-related video.
- 2) Click on the SHARE link.
- 3) Highlight the URL and right click to copy it.
- 4) Go to [wikispaces.com](https://www.wikispaces.com) and login to your wiki.
- 5) Go to the [01 Digital Basics](#) page.
- 6) Click the EDIT button. Make sure the cursor is on the page where you want the video to be placed.
- 7) Click the LINK button.
- 8) Click the Web Address button. Enter the Link Text that you want to use. Check the New Window box.
- 9) Right click in the Address box to get the cursor in it. Then right click again.
- 10) Click Paste to enter the copied URL into the box.
- 11) Click Add Link.
- 12) Label the example.
- 13) Click SAVE.

Example: [Youtube](#)

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- 4) Cut/copy/paste a block of text from a document

Save WORD DOC 01 to your desktop. This is the ORIGINAL copy.

Original file - WORD DOC 01



[WORD Document 1.docx](#)

- [Details](#)
- [Download](#)
- 13 KB

Go to **SAVE AS** and save that file as WORD DOC 02. This is the **WORKING** copy on **WORD DOC 02** -

- 1) At the beginning of any section of text left-click and hold to get the cursor placed.
  - 2) Continue to hold until a block of text has been highlighted. Release.
  - 3) Right click on the highlighted text block and choose CUT.
  - 4) Click the cursor to place it at the bottom of the MS Word document.
  - 5) Right click and choose PASTE.
- 
- 6) At the beginning of another section of text left-click and hold to get the cursor placed.
  - 7) Continue to hold until a block of text has been highlighted. Release.
  - 8) Right click on the highlighted text block and choose COPY.
  - 9) Click the cursor to place it at the bottom of the MS Word document.
  - 10) Right click and choose PASTE.
- 
- 11) Link both files to your 01 Digital Basics page. Remember to label.
  - 12) Save the page.

Example:



[WORD Document 2.docx](#)

- [Details](#)
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- 13 KB

**Copy/Cut/Paste file - WORD DOC 02**

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- 5) Convert a document to a .pdf file

Go to

2) Save the file as a .pdf file instead of a .doc or .docx file.

Suggestion: Save file to Desktop or a designated folder to easily find it. Can rename or remove later, if desired.

3) Do a **SAVE AS**. In the **SAVE as TYPE:** box, choose .pdf from the drop down box.

- 4) Go to wikispaces.com and login to your wiki.
- 5) Click the EDIT button on the 01 Digital Basics page.  
Make sure the cursor is where you want.
- 6) Click the FILE button.
- 7) Click the +Upload Files button.
- 8) Browse to find the .pdf file.
- 9) Click to Upload the file. Wait until the file upload is completed.
- 10) CLOSE this window.
  
- 11) You should be back at the EDIT toolbar. Click on Link button.
- 12) Click on Page or File Link. Name the Link Text. Check New Window box. WIKI should be on the one you logged into.
- 13) Click in the PAGE NAME box to get the cursor in there.
- 14) Scroll to find the file your just uploaded.
- 15) Click on it. It will takes a few seconds to load.
- 16) Click on ADD LINK.  
Be sure to link BOTH - the Word document and the pdf of that document.
- 17) Label both links.
- 18) Save the page.

*Word Document Example: These look different from a picture image because it is a text file.*

Editing will be possible when saved to computer.



[Group Picture.docx](#)

- [Details](#)
- [Download](#)
- 32 KB

*Converted PDF of the Word Document*

Editing will NOT be possible when save to computer.



[Group Picture.pdf](#)

- [Details](#)
- [Download](#)
- 104 KB

Formatting of a pdf can not be changed except in a program like Adobe Acrobat or a pdf generator. An example is [pdfescape.com](http://pdfescape.com)

- 5) Convert a pdf to an editable form. EXTRA CREDIT! OPTIONAL!
- 1) Insert an Attendance Record table in a MS Word document.
    - Add rows and columns. Adjust as necessary.
    - Add labels to the rows - Students' Names and columns - 5 consecutive dates.
    - Save as a .docx

- Save as a .pdf

2) Go to [pdfescape.com](https://pdfescape.com) You do not have to create an account. You can use this Web 2.0 Tool for free.

- Upload your .pdf
- Choose Form Field to be able to add check boxes, radio buttons, text boxes, etc. to the form.
- Save.
- Link to your DTP.

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**Make sure to label each example.**  
**Post these products to your Digital Technology Portfolio page.**